

**POLICY**

Residential policy must be relevant and based on promising practices in the field of juvenile justice.

**PURPOSE**

To ensure administration and facility staff involvement in the policy development process.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
PARTY**

BJJ residential facility directors and residential policy committee representatives. BJJ policy writer and coordinator.

**PROCEDURE**

The BJJ residential policy committee develops policy for the Juvenile Justice Residential (JR) group of DHS online manuals. Each facility must identify a staff member to serve on the committee.

**Policy  
Development**

The policy development process includes:

- Staff identifying the need for a new policy or policy change must contact a committee representative to bring the matter up for discussion at a future meeting of the committee.
- The proposed policy or policy change must be discussed at a committee meeting. Development may be expedited by providing the proposal in draft form.
- In addition to facility members, interested DHS staff may also attend policy development meetings. The committee develops a draft policy.

**Policy Review**

In the policy review process includes:

- Committee members review the draft policy and recommend changes to the committee chair for inclusion in the final draft.
- The final draft must be provided to the BJJ director of residential facilities and the BJJ director. A meeting may be scheduled for the policy committee and BJJ director to resolve differences regarding the final draft.
- The final draft enters the DHS online manual process for DHS administrative review, incorporation of final department review comments and approval. Facility staff receive notification of new online manual policies via the DHS intranet. Facility management reviews the new policies and coordinates implementation and training with their staff.

### **Forms Development**

The following actions must be completed for forms created or revised that are associated with new or revised policy:

- Follow DHS Pub 105, Guide to Developing Forms and Publications.
- If a policy is revised or new and there are associated new or revised forms, both the policy and form(s) must go through the final department review phase of online manuals before the form(s) can be submitted for inclusion in the reference forms manual (RFF).
- If there is no policy change, but an associated form is created or revised, the form must clear final department review before the form can be submitted for inclusion in the reference forms manual (RFF).
- If the policy is revised or new, but associated forms do not change, make sure the form(s) remain consistent with the policy. Final department review for the form is not required.

### **Policy Promulgation**

DHS publishes the approved policy item using the online manual process.

### **AUTHORITY**

1939 PA 280, Social Welfare Act, MCL 400.115a(1)(l)